

**INSTRUCTIONS FOR RI-101 – REQUESTING PUBLIC RECORDS
FROM THE MICHIGAN DEPARTMENT OF STATE POLICE**

If you are requesting a copy of a public record, print or type the applicable portions of the Request for Public Records (RI-101) form. Give accurate and specific information concerning the record(s) desired. If sufficient information is not provided, delays or the inability to locate the record(s) may result. Return the completed form to the address listed below. After the record(s) have been located and reviewed, you will be notified of the fee for preparing them. If the fee exceeds \$50, the Department may request a good faith deposit of not more than half of the fee prior to processing the request. For further information, contact the Michigan State Police, Criminal Justice Information Center, Freedom of Information Unit, at (517) 322-5509, or FAX (517) 322-5350.

Michigan Department of State Police
Criminal Justice Information Center
Freedom of Information Unit
7150 Harris Drive
Lansing, MI 48913